

ETE 501 Technology Strand - Section: 950
Syllabus Fall 2007

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Office Hours: By appointment

Semester/Section: Fall 2007 - Sec 950
Location: LORAIN (UC 221)
Day/Time: Tues 7:30 - 9:20 PM
Credit Hours: 2

Prerequisites

This course has no formal course prerequisites. A working knowledge of email, Web access, basic word processing, and basic presentation software (e.g. PowerPoint) is assumed.

Course Description

ETE 501 introduces students to the basic concepts and skills of computer technologies useful for educational settings and graduate study. An overview of CSU technologies including Blackboard CE 6, CSU email, and Blackboard CE 6 will be presented. The use of the Internet for information retrieval is discussed and practiced. Internet research issues such as content validity and fair use are considered. Communication via email and attachments is introduced. Concepts and standard procedures in the use of common word processors, presentation software, graphics and spreadsheets are addressed. Emphasis is placed on APA formatting, presentation communication methods and graphing.

Course Materials

There is no required textbook. Materials will be distributed in class or available via Blackboard CE 6. Readings will be assigned via Blackboard CE 6.

Though you will not need it for this class, you are encouraged to purchase a copy of the *Publication Manual of the American Psychological Association, 5th edition*. This manual will help you throughout your academic program.

Supplies

Students need to save coursework on removable storage. It is recommended that you purchase a USB flash drive - a portable hard drive typically the size of your thumb. USB drives are readily available from Office Max or a computer outlet. It is recommended that you purchase one with at least 64 MB capacity.

Computer Lab

The CSU College of Education and Human Services (COEHS) computer labs (MC 203 and MC 233) are open with an assistant present. Available times are posted at the labs. The phone number for the COEHS computer labs is (216) 687-6928. Other open access labs are available (MC 446, RT 403, SH 128) but offer limited assistance support.

Course Objectives & Outcomes

Students will be able to use operating system functions for standard computer tasks.

(Professionalism, Inquiry)

Students will be able to employ basic technology operations for educational purposes.

(Professionalism, Inquiry, Contextualism)

Students will be able to use the Internet for information retrieval and communication.

(Professionalism, Inquiry, Contextualism)

Course Schedule & Topics

Class	Date	Topic	Description
1	8/28/07	Overview of CSU Technology	Checking/forwarding CSU email, Accessing Blackboard CE 6, Accessing ePortfolio system
2	9/04/07	Blackboard CE 6 and ePortfolio	Online discussions, chat, assignment drop box, mail; Uploading artifacts in ePortfolio
3	9/11/07	Internet Research	Library & OhioLink resources, searching databases, evaluating information
4	9/18/07	Internet Research	Intellectual property, copyright, plagiarism
5	9/25/07	Word Processing	Basic Features, APA style, formatting
6	10/02/07	Word Processing	Tables, Figures, Headers, Footers
7	10/09/07	Graphics	Finding images, modifying images
8	10/16/07	Graphics	Cameras, Scanners
9	10/23/07	Graphics	Layout and Design
10	10/30/07	Presentations (PPT)	Basics / Interface/ Slide Master/ Text/ Images
11	11/06/07	Presentations (PPT)	Design for communication - typography, layout, visual impact
12	11/13/07	Spreadsheets (Excel)	Overview / Basics
13	11/20/07	Spreadsheets (Excel)	Tables / Charts / Graphing
14	11/27/07	Spreadsheets (Excel)	Applications
15	12/04/07	Open Topic	
16	12/11/07	Open Topic	

Course Activities and Assessment

Submitted Assignments:

These assignments will be submitted using the Assignment Dropbox in Blackboard CE 6. You will select one of these assignments and submit it as an artifact in the ePortfolio system.

- 1) Annotated Bibliography in APA format - 20 points
- 2) Flyer or Brochure - 20 points

- 3) PowerPoint Presentation - 10 points
- 4) Spreadsheet - 10 points
- 5) Submitted artifact to ePortfolio - 10 points (pick one of the assignments above)

Total: 70 points

Class Discussions:

Three class discussions will take place in the Blackboard CE 6 Learning Management System. These will be threaded discussions (asynchronous) and you will not all need to be logged on at the same time. In Blackboard CE 6, you will find discussion guidelines, netiquette policies, and the grading rubric.

- 1) Discussion on eLearning Competencies - 10 points
- 2) Discussion on Intellectual Property and Copyright - 10 points
- 3) Discussion on good and bad design - 10 points

Total: 30 points

Grade Scale | 95-100 A | 90-94 A- | 87-89 B+ | 83-86 B | 80-82 B- | 70-79 C | 60-69 D | <59 F |

Students with disabilities:

Students with disabilities which may affect their ability to complete course requirements in this class may request appropriate accommodations by registering with the Office of Disability Services at (216)687-2015 on campus and discussing the nature of their situation with the instructor.